



Administration  
& Management

## OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

January 11, 1995

### ADMINISTRATIVE INSTRUCTION NO. 78

SUBJECT: Administrative Instructions (AIs)

- References:
- (a) Administrative Instruction No. 78, subject as above, July 2, 1991 (hereby canceled)
  - (b) Administrative Instruction No. 78-I, Index of Administrative Instructions," current edition
  - (c) [DoD Directive 5110.4](#), "Washington Headquarters Services," May 6, 1992
  - (d) [DoD Directive 8910.1](#), "Management and Control of Information Requirements," June 11, 1993
  - (e) [DoD Directive 5015.2](#), "Records Management Program," March 22, 1991
  - (f) [Administrative Instruction No.15](#), "Records Management Administrative Procedures and Records Disposition Schedules," August 11, 1994

#### 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to disseminate policy, and update responsibilities and procedures for the development, revision, and issuance of AIs.

1.2. Continues to authorize the publication of reference (b).

#### 2. APPLICABILITY

This Instruction applies to:

2.1. The Office of the Secretary of Defense (OSD) and the DoD Field Activities.

2.2. The Military Departments, the Chairman of the Joint Chiefs of Staff, and those Defense Agencies and specified joint DoD Components in the National Capital Region (NCR) when administrative support services are provided by Washington Headquarters Services (WHS) under reference (c) (hereafter referred to collectively as "the OSD and WHS Components").

### 3. DEFINITION

3.1. National Capital Region (NCR). Includes the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties, and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

### 4. POLICY

The AI is the medium to:

4.1. Implement and supplement DoD Directives and DoD Instructions that impact on the administration of OSD and the DoD Field Activities.

4.2. Disseminate policy, procedures, and informational guidance to the DoD Components serviced by WHS in the National Capital Region.

### 5. RESPONSIBILITIES

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall approve and sign AIs and approve their changes and cancellations.

5.2. The OSD and WHS Components shall;

5.2.1. Initiate AIs when it is essential to administer the functions in their areas of responsibility or implement a DoD issuance.

5.2.2. Review, revise, and reissue AIs within their areas of responsibility to keep them current.

5.2.3. Coordinate new AIs, revisions, and changes with relevant DoD Components using the procedures in enclosure 2.

5.2.4. Ensure that AIs are consistent with the policies of DoD Directive 8910.1 (reference (d)).

5.3. The Director, Correspondence and Directives Directorate, Washington Headquarters Services, under the authority of the Director, WHS, shall:

5.3.1. Exercise overall management of the AI system.

5.3.2. Ensure that new and revised AIs and changes are written in compliance with the procedures in enclosure 2.

5.3.3. Maintain records necessary for reference and research, and make final disposition of the records in accordance with DoD Directive 5015.2 (reference (e)) and AI No.15 (reference (f)).

5.3.4. Compile and issue AI No. 78-I (reference (b)).

5.3.5. Furnish editorial and format review and assistance to the OSD and WHS Components.

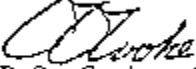
5.3.6. Arrange for AI publishing and distribution.

## 6. PROCEDURES

The procedures for developing and processing AIs are in enclosure 2.

7. EFFECTIVE DATE

This Instruction is effective immediately.

  
D.G. Cooke, Director  
Administration and Management

Enclosures - 2

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E2. Procedures

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## E2. ENCLOSURE 2

### PROCEDURES

#### E2.1. FORMAT

E2.1.1. Paper. Use white 8 1/2- by 11-inch bond paper for drafts; for finals, use Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), letterhead for the first page and plain, white 8 1/2- by 11-inch bond paper for succeeding pages.

E2.1.2. Font. The following 12-pitch fonts are acceptable (or a similar size and style):

E2.1.2.1. DoD issuances must be written clearly and concisely.

E2.1.2.2. DoD issuances must be written clearly and concisely.

E2.1.2.3. DoD issuances must be written clearly and concisely.

#### E2.1.3. Quality of Text

E2.1.3.1. Finals must be originals; reproduced copies or those with correction fluid or tape, erasures, strike overs, or staple holes are unacceptable for printing.

E2.1.3.2. Ensure that the type is dark and smudge-free for character definition and print quality.

E2.1.4. Spacing. Double-space draft versions and single-space finals. Use one space between words in a phrase or sentence; two spaces between sentences; and two lines between sections, subsections, paragraphs, and subparagraphs. Space margins as follows:

E2.1.4.1. Leave a 1-inch margin on the left and right sides and bottom of the first page. Type the AI number (e.g., ADMINISTRATIVE INSTRUCTION NO. 3) three lines below the organization name, and type the SUBJECT line(s) (title) two lines below the AI number flush with the 1-inch left margin (centering the DoD seal).

E2.1.4.2. Leave 1-inch margin on all four sides of succeeding pages.

E2.1.5. Page Numbering. Center the page number 1/2 inch from the bottom of the page, beginning with page two. Number the pages consecutively with Arabic numerals from page one through the signature page. Number enclosures and attachments consecutively, beginning with the next number after the one on the signature page, as shown in the following examples:

Figure E2.F1. Enclosure and attachment numbering system

<u>Page of Enclosure</u>	<u>Page Number</u>
Page 1 of enclosure 1	9
Page 2 of enclosure 1	10
Page 1 of enclosure 2	11
<u>Page of Attachment</u>	<u>Page Number</u>
Page 1 of attachment 1 to enclosure 1	15
Page 2 of attachment 1 to enclosure 1	16
Page 1 of attachment 2 to enclosure 1	17

#### E2.1.6. References

E2.1.6.1. Begin the reference(s) on the first page two lines below the SUBJECT line. Flush with the left margin, type the word "Reference(s)," capitalizing the first letter. The word "Reference(s)" is followed by a colon, two spaces, and the letter "(a)" in lowercase with parentheses, two spaces, and the reference citation. Succeeding reference citations are placed in alphabetical order under the "(a)." There is no punctuation at the end of the reference citations. Place up to six reference citations on the first page (e.g., (a) through (f)). If there are more than six, place four on the first page (i.e., (a) through (d)) and the rest on enclosure 1 and so indicate after "(d)" (e.g., (e) through (j), see enclosure 1).

E2.1.6.2. Each citation in the text must be spelled out followed by its alphabetical reference letter in parentheses; e.g., DoD Directive 5025.1 (reference (c)). Additional use of the same citation on the same single-spaced page is referred to by its alphabetical reference letter in parentheses; e.g., (reference (c)) or if a portion of that same reference appears; e.g., section 4. of reference (c). For format and style of frequently used reference citations, see attachment 1.



E2.1.6.3. List references in the order cited in the text. If an AI is being reissued or if any other documents are being superseded or canceled, add the words "hereby canceled" after the listing of those references.

E2.1.6.4. Approved headings for the major sections are: (REISSUANCE AND) PURPOSE, APPLICABILITY (AND SCOPE), DEFINITIONS, POLICY, RESPONSIBILITIES, PROCEDURES, and EFFECTIVE DATE. Use enclosures for material not falling under any of these headings.

E2.1.6.5. When Executive orders, public laws, or other statutes have already been implemented by a DoD issuance, use the DoD issuance as the reference citation; e.g., use DoD Directive 5400.7, DoD Freedom of Information Act Program," May 13, 1988, rather than Section 552 of title 5, United States Code or Public Law 93-502. However, when a specific statute is being directly implemented by an issuance, it must be cited as codified; e.g., Section 1175 of title 10, United States Code. Two or more Sections may be cited; e.g., Sections 10605-10607 of title 42, United States Code. If the statute has not been codified, use a public law citation; e.g., Public Law 103-139, "Department of Defense Appropriations Act, 1994," November 11, 1993. Proper statutory authority for DoD issuances may be verified by the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

#### E2.1.7. Sections, Subsections, Paragraphs, and Subparagraphs

E2.1.7.1. Begin the first section -- (PURPOSE (REISSUANCE AND PURPOSE)) -- two lines below the last reference citation. Flush with the left margin, each section begins with an Arabic numeral followed by a period, two spaces, and the section heading. All letters in the heading are capitalized; the heading is underlined.

E2.1.7.2. Indent and begin subsections, paragraphs, and subparagraphs with consecutive Arabic numerals followed by a period. Type the appropriate number with a period followed by two spaces before starting the text. If there is a subheading, capitalize the first letter of each key word in the subheading followed by a period. Underline the subheading. Use the following format:

Figure E2.F2. Section, subsection, paragraph, and subparagraph format

1. <u>SECTION</u>
1.1. <u>Subsection</u>
1.1.1. <u>Paragraph</u>
1.1.1.1. <u>Subparagraph</u>
1.1.1.1.1. <u>Subparagraph</u>
1.1.1.1.1.1. <u>Subparagraph</u>
1.1.1.1.1.1.1. <u>Subparagraph</u>

E2.1.8. Definitions. Arrange the terms consecutively in Arabic numerals and in alphabetical order. Capitalize the first letter of the first word and each keyword of a term, followed by its abbreviation or acronym in parentheses. Begin the definition of the term two spaces after the period. If a portion of a definition must be broken into paragraphs, indent and begin with each paragraph in lowercase alphabetical order. If more than half of a single-spaced page, all definitions must be on an enclosure page.

E2.1.9. Signature. The signature block (area) is five lines below the last line of the EFFECTIVE DATE section. Leave that area blank. Do not place the signature block (area) alone on a page.

#### E2.1.10. Enclosure(s)

E2.1.10.1. Type "Enclosure(s)" 10 lines below the last line of the EFFECTIVE DATE section. Start the word "Enclosure(s)" flush with the left margin as follows:

Enclosures - 2

E1. References, continued

E2. Definitions

E2.1.10.2. Do not place the enclosure listing alone on a page. And begin

each enclosure on a separate page. The heading of an enclosure is 1 inch from the top of the first page in all capital letters, centered, and underlined. If definitions or references are continued as enclosures, the headings should appear as follows:

E1. ENCLOSURE 1  
REFERENCES, continued

E2. ENCLOSURE 2  
DEFINITIONS, continued

E2.1.10.3. Type the abbreviation "Encl" followed by the enclosure number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the AI number; e.g., "AI 12 (Encl 2)." The date will be inserted by the Directives Division after the AI is signed.

E2.1.11. Attachments

E2.1.11.1. Type "Attachment(s)" on the last page of an enclosure four lines below the last line of the enclosure. Start the word "Attachment(s)" flush with the left margin as follows:

Attachments - 2

E1.A1. A list of the North Atlantic Treaty Organization Countries

E1.A2. Sample Organ Donor Card

E2.1.11.2. Type the abbreviation "Encl" followed by the enclosure number, followed by the abbreviation "Attach" and the attachment number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the AI number; e.g., "AI 12 (Encl 2, Attach 1)." The date will be inserted by the Directives Division after the AI is signed.

E2.1.12. Table of Contents. If an AI is unusually long and complex, a Table of Contents may be used covering all or part of the AI. (See enclosure 1, above.) The Table of Contents enclosure follows reference and definition enclosures, if any. Otherwise, it's the first enclosure.

E2.1.12.1. Center and underline the words "TABLE OF CONTENTS" (for the entire AI) or TABLE OF CONTENTS (for a particular segment of the AI) such as "TABLE OF CONTENTS FOR ENCLOSURE 2" in all capital letter at the top of a separate page.

E2.1.12.2. Flush with the left margin is the word "Parts" underlined. List the sections alphabetically in capital letters and the subdivisions numerically below in initial capital letters. Flush with the right margin, insert and underline the heading "Page" and under it list the beginning page numbers directly across from each table entry. Table entries are single-spaced with double spaces between section heading entries.

E2.1.13. List of Figures. The heading of the left column, flush with the margin, is "Figure(s)," and the heading of the right column, flush with the margin, is "Page." Column headings are underlined. List the appropriate entries under each column. Entries are single-spaced with double spacing between divisions.

E2.1.14. List of Tables. The heading of the left column, flush with the margin is "Table(s)," and the heading of the right column, flush with the margin, is "Page." Follow the same format as in the List of Figures in subsection E2.1.13., above.

## E2.2. COORDINATION

Use SD Form 106, "DoD Directives System Coordination Record," (see attachment 2) to forward the draft of each new AI reissuance, or substantive change for review -- with a 30-day minimum suspense date -- by relevant DoD Components. Coordinate the AI with the Executive or Military Assistant to the Head of the DoD Component concerned. All blocks on the SD Form 106 must be completed and the Form must be signed by the action officer (AO) and approved and signed by the Principal Staff Assistant (PSA) or Principal Deputy. Four double-space copies of drafts and the SD Form 106 must be provided to the Directives Division, Correspondence and Directives (C&D) Directorate, WHS, for mandatory coordination by the Office of DA&M, OSD. The Director, C&D Directorate, WHS, shall coordinate the drafts with the WHS Components for a consolidated reply to the originator. The other mandatory coordinator, the Office of the General Counsel of the Department of Defense, and any other relevant DoD Components receive one double-spaced copy with the SD Form 106. When law, regulations, or labor-management agreements require it, coordinate with representatives of employee groups, organizations, and other Federal Agencies. Marginal notes indicating "accepted" or "rejected" must be entered next to each comment in a coordinating memorandum. If "rejected," a brief reason for the rejection must be stated. A nonconcurrence should be resolved by a second coordination with the particular DoD Component concerned. Unresolved nonconcurrences are addressed in a Cover Memorandum for DA&M, OSD, from the Head of the OSD or WHS Component. (See attachment 3.) If 6 months have elapsed

since coordination took place, recoordination is required. When circumstances prevent recoordination, the reason for the delay in submitting the AI for signature is explained in the Cover Memorandum. (See attachment 3.)

### E2.3. CHANGES

A change amends an existing AI. Review the whole AI for currency, not just the part being changed. A published change infers that the entire AI is current as of the change date. After five published changes, the AI must be reprinted, incorporating all the changes. Interim changes are not used.

#### E2.3.1. Types of Changes

E2.3.1.1. Substantive Change. A substantive change amends the essential portion of an AI, such as policy, applicability, responsibilities, purpose, or procedures. The DA&M, OSD, signs the original AI so approves any substantive change to it. Substantive must be coordinated and forwarded for approval in the same way as an original AI. (See section E2.2. of this enclosure, above.) A Cover Memorandum for DA&M, OSD, must be signed by the Head of the originating OSD or WHS Component. The memorandum must indicate whether it is a pen change, page change, or both, and specify the items to be deleted and/or inserted, including the page number; section, subsection, paragraph, or subparagraph; and line number. (See attachment 4.)

E2.3.1.2. Administrative Change. An administrative change amends non-substantive portions of an AI, such as dates of references and organizational symbols. An administrative change does not require formal coordination. A memorandum for DA&M, OSD, requesting that the amended text be issued must be signed by the Head of the originating OSD or WHS Component. The memorandum must state that the changes are administrative so no coordination is required. The memorandum also must indicate whether it is a pen change, page change, or both, and specify the items to be deleted and/or inserted, including the page number; section, subsection, paragraph, or subparagraph; and line number. (See attachment 5.) When administrative changes affect the signature page of an AI, a new signature of DA&M, OSD, may be required.

#### E2.3.2. Methods of Changes

E2.3.2.1. Pen Changes. A pen change may be substantive or administrative. Pen changes shall be used to correct, add, or delete a few sentences or

less. When changes are extensive, but not enough to justify a reissuance, a page change or both a pen and page change must be used.

E2.3.2.2. Page Changes. A page change maybe substantive or administrative. They are used or extensive text amendments. Marginal asterisks or change bars on both sides of the page are used to show changed portions of the text. If the page to be amended contains text on its reverse side and the reverse side (backup page) does not require corrections, both the amended page and the backup page in original type must be provided for printing. When pages of text must be inserted, the text may shift requiring that additional pages beyond the amended and backup pages be provided; the numbering system may have to be adjusted.

#### E2.4. REISSUANCES

A reissuance is done when 50 percent or more of an AI must be changed, the proposed amended material is too complex to be handled as pen and/or page changes, or both pages of a one or two page AI must be changed. When the reissuance results from substantive changes, it must be coordinated in the same way as prescribed in section E2.2., above, and signed. (For Cover Memorandums, see attachments 6 and 7.)

#### E2.5. CANCELLATIONS

The DA&M, OSD, signs the original AI so must approve its cancellation. Since coordination is necessary to cancel an AI, follow the guidance in section E2.2., above. A Cover Memorandum must contain the reason for the cancellation and the results of the coordination. (See attachment 8.) For a classified AI, downgrading instructions or a statement that it must continue to be handled according to the original security classification level must be included. Cancellation notices issued to DoD Components are prepared by the Directives Division and signed by the Director, C&D Directorate, WHS.

#### E2.6. CLASSIFIED AIs

E2.6.1. Classified AIs must contain the following:

E2.6.1.1. Security Markings. An abbreviated security classification in parentheses after the classified subject or title. When the subject or title is unclassified; place at the end of it; if classified, use the appropriate security classification symbol.

E2.6.1.2. Portion markings throughout the text.

E2.6.1.3. Security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page one, which shall reflect the highest security classification in the AI. Use adhesive security classification labels or large type in capital letters on the final issuance, but do not stamp the security classification markings. Adhesive labels are available from the Directives Division, C&D Directorate, WHS.

E2.6.1.4. Warning notices and restrictive markings, if necessary.

E2.6.1.5. The "Classified By" line and declassification and downgrading instructions at the bottom of the first page of the text.

E2.6.2. Distribution List. The following must be provided to the Directives Division, C&D Directorate, WHS:

E2.6.2.1. A distribution list containing the complete mailing addresses of the intended recipients, including an attention line and the number of copies. (See paragraph E2.6.2.4., below.) Include the Directives Division, Room 2A286, 1155 Defense Pentagon, Washington DC 20301-1155 (5 copies).

E2.6.2.2. Two sets of mailing address labels containing the complete mailing address for each intended recipient and the number of copies. The two sets of mailing address labels are required for internal and external wrappings of classified material. The addresses and number of copies on the mailing address labels and distribution list must be identical. The mailing address labels shall contain the name of the DoD Components, not the name of an individual. (See paragraph E2.6.2.4., below.)

E2.6.2.3. SD Forms 120 with completed entries in TO, FROM, Classification, Description of Material being Transferred, and no. of Originals blocks as shown in figure E2.F3., below:

Figure E2.F3. SD Form 120, "OSD Receipt for Classified Material"

OSD RECEIPT FOR CLASSIFIED MATERIAL				
TO: (Title of Office or Organization) Defense Mapping Agency ATTN: Materiel Management Division			Number KXXAAXX	
FROM: (Office and Telephone) OUSD(A) MCL		Classification SECRET RD	Date of Transfer	
Description of Material being Transferred (Do Not Enter Classified Info) DoD Directive S-999.10 Nothing Follows /////////////// //////////////////// ////////////////////				
(Copy Info (For Copy Numbered Items, Use Inclusive Copy Nos. With # Sign))				
No. of Originals 2	No. of Carbons 0	No. of Repro Cys 0	No. of Encls 0	No. Cys of each Encl 0
Date Received	Typed Or Printed Name and Signature of Recipient			

SD Form 120, JUL 85

Courier Copy, to be retained by Courier

E2.6.2.4. Use the following Defense postal service format for the distribution list and mailing addresses labels:

COMPENSATION AND SALARY DIRECTORATE  
ATTN: FISCAL REVIEW DIVISION ROOM 2A286  
UNDER SEC DEF FOR PERSONNEL AND READINESS  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000 5 cys

DEFENSE LOGISTICS AGENCY  
ATTN: MATERIAL MANAGEMENT DIVISION ROOM 444  
CAMERON STATION  
ALEXANDRIA, VA 22314 5 cys

## E2.7. REPRINTS

A reprint consolidates all published changes into the body of an AI. Reprints are issued when five changes have been published, or demands for additional copies require continuous printing for restocking. A reprint contains the original signature page of the AI and the original date. When the consolidation of changes into the body



of the AI affects the signature page, the AI becomes an administrative reissuance requiring a new signature and date. Since each change was approved and published previously, a reprint does not have to be coordinated, and no marginal asterisks are used.

## E2.8. SUBMISSION OF FINAL DOCUMENT FOR SIGNATURE

E2.8.1. Prepare and proofread the final single-spaced AI.

E2.8.2. Assemble the AI in a final package (original set and one copy) composed of the following documents in the sequence below and as shown in attachment 10.

E2.8.2.1. The Cover Memorandum signed by the Head of the originating OSD or WHS Component. It must include the results of the coordination; e.g., all coordinating officials concurred, and if there is a nonconcurrence, explain; indicate that the list of coordinating officials and the coordination papers are attached; and give a reason for the delay in submitting the AI for signature if the coordinations are 6 months old or more. (See attachment 3.) For a classified AI, the Cover Memorandum must indicate that a distribution list, mailing address labels, and SD Form 120s are attached.

E2.8.2.2. The AI.

E2.8.2.3. The list of coordinating officials should be on plain 8 1/2- by 11-inch bond paper and double-spaced between entries using two columns on the page. The abbreviated names of coordinating DoD Components must be listed in the left column and the names of the coordinating officials in the right column in the order listed on the SD Form 106. The terms Army, Navy, and Air Force are used in the left column, instead of other variations of the names, such as USAF or Department of the Air Force. The abbreviated title of the coordinating official must follow the name. Use first name, middle initial, and surname or use first and middle initials followed by a surname, but do not mix the format. Military rank precedes the first name or initial of an individual in the Service and the abbreviation of the Service (i.e., USA, USN, USAF, USMC, or USCG) follows the surname. (See attachment 9.) Abbreviations for frequently used ranks in the Services follow:

Figure E2.F4. Abbreviations for frequently used ranks in the Services

<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Marine Corps</u>
LTC	CDR	LtCol	LtCol
COL	CAPT	Col	Col
BG	RADM	BrigGen	BGen
MG	RADM	MajGen	MajGen
LTG	VADM	LtGen	LtGen
GEN	ADM	Gen	Gen

E2.8.2.4. The original SD Form 106 ( see attachment 2) signed by the PSA or Principal Deputy.

E2.8.2.5. The distribution list for classified AIs.

E2.8.2.6. One 3.5 diskettes of the AI in MS Word 6.0 or higher or in ASCII format. Each diskette must be labeled with a file name.

E2.8.3. When the Cover Memorandum is signed by the Head of the OSD or WHS Component, the final package (original set and one copy) must be provided to the Directives Division, C&D Directorate, WHS, for final review and forwarding to DA&M, OSD. Incomplete staff work or discrepancies in the final package shall be returned to the originating office for correction. When the AI is signed by DA&M, OSD, it is returned to the Directives Division, C&D Directorate, WHS, for publishing and distribution. An advanced copy of the signed AI is then provided to the AO. The Cover Memorandum and coordinating papers are retained by the Directives Division, C&D Directorate, WHS.

Attachments - 10

- E2.A1. Samples of format and style of reference citations frequently used in AIs
- E2.A2. SD Form 106, "DoD Directives System Coordination Record"
- E2.A3. Cover Memorandum for a new AI (with unresolved issues and a 6-month or more delay in coordinating memorandum(s))
- E2.A4. Cover Memorandum for substantive change(s)
- E2.A5. Cover Memorandum for administrative change(s)
- E2.A6. Cover Memorandum for a reissuance due to substantive change(s)
- E2.A7. Cover Memorandum for a reissuance due to administrative change(s)
- E2.A8. Cover Memorandum to cancel an AI
- E2.A9. Listing of coordinating officials
- E2.A10. Arrangement of final AI package

E2.A1. ATTACHMENT 1 TO ENCLOSURE 2SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS  
FREQUENTLY USED IN AIs

<u>REFERENCE CITATION</u>	<u>FORMAT USED IN REFERENCE(S) SECTION</u>	<u>FORMAT USED IN TEXT</u>
Code of Federal Regulations	Title 32, Code of Federal Regulations, Part 40, "Standards of Conduct," current edition	32 CFR 40
DoD Directive	DoD Directive 1990.2, "Injury Compensation for DoD Employees," March 10, 1990	DoD Directive 1990.2
DoD Instruction	DoD Instruction 1995.1, "Labor Unions and Management Agreements," December 2, 1988	DoD Instruction 1995.1
DoD Publication	DoD 1990.2-R, "Regulations on Injury Compensation for DoD Employees," August 1991, authorized by DoD Directive 1990.2, June 16, 1990	DoD 1990.2-R
Executive Order	Executive Order 12564, "Drug-Free Workplace," September 15, 1986	E.O. 12564
Administrative Instruction	Administrative Instruction No. 63, "Performance Management System (PMS) for General Schedule and Wage System Employees," September 8, 1987	AI No. 63
Federal Personnel Manual	Federal Personnel Manual, Chapter 930, "Programs for Specific Positions"	FPM, Chapter 930 (Chapter 930 of FPM)
Memoranda	Secretary of Defense Memorandum, "Regulatory Relief Task Force," October 15, 1989	Secretary of Defense Memorandum
	Assistant Secretary of Defense for Health Affairs Memorandum, "Healthcare for Employees," May 13, 1994	ASD(HA) Memorandum
Memorandum of Understanding	Memorandum of Understanding Between the Department of Defense and the Department of Education, August 16, 1992	MOU

SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS FREQUENTLY USED IN AIs, Cont.

<u>REFERENCE CITATION</u>	<u>FORMAT USED IN REFERENCE(S) SECTION</u>	<u>FORMAT USED IN TEXT</u>
Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, "Debt Collection," April 27, 1991	OMB Bulletin No. 81-17
Office of Management and Budget Circular	Office of Management and Budget Circular No. A-73, "Audit of Federal Operations and Programs," March 15, 1993	OMB Circular No. A-73
Public Law	Public Law 92-463, "Federal Advisory Committee Act," October 6, 1992	Pub. L. 92-463 (1972)
	Public Law 88-647, "Reserve Officers' Training Corps Vitalization Act of 1993," October 13, 1993, as amended	Pub. L. 88-647 (1964)
	Title II of Public Law 91-441, "Independent Research and Development," September 10, 1981 (84 Stat. 905)	Pub. L. 91-441, Title II
United States Code	Title 5, United States Code	5 U.S.C.
	Chapter 30 of title 10, United States Code	Chapter 30 of 10 U.S.C.
	Subchapter III of title 10, United States Code	Subchapter III of 10 U.S.C.
	Section 2451 of title 10, United States Code	Section 2451 of 10 U.S.C. or 10 U.S.C. 2451
	Section 1756 <u>et seq.</u> <sup>1</sup> of title 12, United States Code	Section 1756 <u>et seq.</u> of 12 U.S.C. or 12 U.S.C. 1756 <u>et seq.</u>
	Section 1757(a) of title 12, United States Code	Section 1757(a) of 12 U.S.C. or 12 U.S.C. 1757(a)

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<sup>1</sup> Use et seq. when there are numerous divisions, such as sections or chapters, that are not continuous.

SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS FREQUENTLY USED IN AIs, Cont.

<u>REFERENCE CITATION</u>	<u>FORMAT USED IN REFERENCE(S) SECTION</u>	<u>FORMAT USED IN TEXT</u>
	Sections 1751-1755 <sup>2</sup> of title 12, United States Code	Sections 1751-1755 of 12 U.S.C. or 12 U.S.C. 1751-1755
	Section 1756 of title 12, United States Code, note	Section 1756 of 12 U.S.C., note or 12 U.S.C. 1756 note
	Appendix II of title 50, United States Code	50 U.S.C. App. II
	Section 801-940 of title 10, United States Code, "Uniform Code of Military Justice"	Sections 801-940 of 10 U.S.C. or 10 U.S.C. 801-940

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<sup>2</sup> Et seq. is not used since the sections are few and continuous.

## E2.A2. ATTACHMENT 2 TO ENCLOSURE 2

## SD FORM 106, "DoD DIRECTIVES SYSTEM COORDINATION RECORD"

Figure E2.A2.F1. SD Form 120, "DoD Directives System Coordination Record"

DoD DIRECTIVES SYSTEM COORDINATION RECORD (Please read instructions on back before completing form.)				15. COORDINATORS	
1. COORDINATION SUSPENSE DATE (YYMMDD) 940912		2. DODISSUANCE NUMBER A112		<input checked="" type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND TECHNOLOGY <input checked="" type="checkbox"/> PRINCIPAL DEPUTY UNDER SECRETARY FOR ACQUISITION AND TECHNOLOGY <input checked="" type="checkbox"/> DEPT. OF DEFENSE RESEARCH AND ENGINEERING <input checked="" type="checkbox"/> JOINT FOR ECONOMIC SECURITY <input checked="" type="checkbox"/> ATSD FOR PUBLIC AFFAIRS <input checked="" type="checkbox"/> ONI ADVANCED RESEARCH PROJECTS AGENCY <input checked="" type="checkbox"/> ONI BATTLEFIELD DEFENSE ORGANIZATION <input checked="" type="checkbox"/> ONI DEFENSE LOGISTICS AGENCY <input checked="" type="checkbox"/> ONI DEFENSE NUCLEAR AGENCY <input checked="" type="checkbox"/> ONI ONI INSPECTION AGENCY	
3. TYPE OF DOD ISSUANCE (X one)		4. TYPE OF ACTION (X one)		5. SECURITY CLASSIFICATION (X one)	
<input checked="" type="checkbox"/> DOD DIRECTIVE		<input checked="" type="checkbox"/> NEW		<input checked="" type="checkbox"/> TOP SECRET	
<input checked="" type="checkbox"/> DOD INSTRUCTION		<input checked="" type="checkbox"/> REISSUANCE		<input checked="" type="checkbox"/> SECRET	
<input checked="" type="checkbox"/> DOD PUBLICATION		<input checked="" type="checkbox"/> CHANGE		<input checked="" type="checkbox"/> CONFIDENTIAL	
<input checked="" type="checkbox"/> ADMINISTRATIVE INSTRUCTION (AI)		<input checked="" type="checkbox"/> CANCELLATION		<input checked="" type="checkbox"/> UNCLASSIFIED	
6. SUBJECT (Date)				<input checked="" type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR POLICY <input checked="" type="checkbox"/> PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR POLICY <input checked="" type="checkbox"/> ASD FOR INTERNATIONAL SECURITY AFFAIRS <input checked="" type="checkbox"/> ASD FOR INTERNATIONAL SECURITY POLICY <input checked="" type="checkbox"/> ASD FOR SPECIAL OPERATIONS AND LOW INTENSITY CONFLICT <input checked="" type="checkbox"/> ASD FOR SPECIAL AMTHROPEVENTS <input checked="" type="checkbox"/> DOD OF NOT AVAILABLE <input checked="" type="checkbox"/> DOD DEFENSE SECURITY ASSISTANCE AGENCY	
7. PURPOSE AND REMARKS (If additional space is needed, a separate page should be attached.) This AI implements DoD Directive 1234.12, by disseminating policy, assigning responsibilities, and prescribing procedures for the observance of U.S. holidays by the DoD Field Activities located outside the United States.				<input checked="" type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS <input checked="" type="checkbox"/> ASD FOR PERSONNEL MANAGEMENT <input checked="" type="checkbox"/> ASD FOR PERSONNEL AFFAIRS <input checked="" type="checkbox"/> ASD FOR TRAINING AFFAIRS <input checked="" type="checkbox"/> DOD DEFENSE COMMUNITY AGENCY	
8. FEDERAL REGISTER DOCUMENT REQUIRED (X one)				<input checked="" type="checkbox"/> ASD FOR COMMAND, CONTROL, COMMUNICATIONS AND INTELLIGENCE <input checked="" type="checkbox"/> DOD DEFENSE INFORMATION SYSTEMS AGENCY <input checked="" type="checkbox"/> DOD DEFENSE INTELLIGENCE AGENCY <input checked="" type="checkbox"/> DOD DEFENSE INVESTIGATIVE SERVICE <input checked="" type="checkbox"/> DOD DEFENSE HEALTH AGENCY	
9. IMPLEMENTING DOCUMENTS REQUIRED (X one)				<input checked="" type="checkbox"/> ASD FOR REGULATORY AFFAIRS <input checked="" type="checkbox"/> CONTROLLER, DoD <input checked="" type="checkbox"/> PRINCIPAL DEPUTY CONTROLLER <input checked="" type="checkbox"/> THE PROGRAM ANALYSIS AND EVALUATION <input checked="" type="checkbox"/> DOD DEFENSE CONTRACT AUDIT AGENCY <input checked="" type="checkbox"/> DOD DEFENSE FINANCE AND ACCOUNTING SERVICE	
10. FORMS PRESCRIBED (X one) (If Yes, list form numbers and titles in item 11.)				<input checked="" type="checkbox"/> GENERAL COUNSEL, DoD <input checked="" type="checkbox"/> DOD DEFENSE LEGAL SERVICES AGENCY	
11. REPORTS REQUIRED (X all that apply) (Define in item 12.)				<input checked="" type="checkbox"/> INSPECTOR GENERAL, DoD <input checked="" type="checkbox"/> DOD OPERATIONAL TEST AND EVALUATION, OSD <input checked="" type="checkbox"/> ATSD FOR INTELLIGENCE OVERSIGHT <input checked="" type="checkbox"/> ATSD FOR PUBLIC AFFAIRS	
12. DOD PUBLICATION ONLY (X all that apply)				<input checked="" type="checkbox"/> DIR OF ADMINISTRATION AND MANAGEMENT, OSD (14-000) <input checked="" type="checkbox"/> SECRETARY OF THE ARMY <input checked="" type="checkbox"/> SECRETARY OF THE NAVY <input checked="" type="checkbox"/> SECRETARY OF THE AIR FORCE <input checked="" type="checkbox"/> CHIEFMAN OF THE JOINT CHIEFS OF STAFF <input checked="" type="checkbox"/> DIR CENTRAL IMAGERY OFFICE <input checked="" type="checkbox"/> DIR NATL SECURITY AGENCY (CHIEF, CENTRAL SECURITY SERVICE)	
13. ACTION OFFICER					
a. NAME (Last, First, Middle Initial) Smith, John C.		b. OFFICE DESIGNATION WEIS-P&S-LMTR			
c. ROOM NUMBER 66889		d. TELEPHONE NUMBER (include Area Code) 703-906-0010			
14. AUTHORIZING OFFICIAL (OSD Principal Staff Assistant or Principal Deputy)					
a. SIGNATURE					
b. NAME AND TITLE Director, Administration and Management					
c. DATE SIGNED 8/19/94					

SD FORM 106, JUL 94

Figure E2.A2.F2. SD Form 120, Back

INSTRUCTIONS FOR COMPLETING SD FORM 106	
<p><b>ITEM 1. COORDINATION SUSPENSE DATE</b></p> <p>Enter the date that the coordination must be received by the originating OSD Component. The date must be 30 working days from the date in Item 14.c. unless Executive Office, legislative, or Secretarial requirements dictate otherwise.</p> <p><b>ITEM 2. DOD ISSUANCE NUMBER</b></p> <p>For a new DoD issuance, enter a four-digit subject number, followed by a decimal point and a double alphabetical designation, e.g., 9876.aa (see Chapter 9 of DoD 5025.1-M). For a reissuance, enter the same subject number that is assigned to the existing DoD issuance. If the reissuance cancels the existing DoD issuance and one or more other DoD issuances, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of a DoD issuance, enter the existing subject number of the DoD issuance.</p> <p>For new AIs, leave this item blank for completion by the Directives Division, WHS. For an AI reissuance, enter the same number that is assigned to the existing AI. If the AI reissuance cancels the original AI and one or more other AIs, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of an AI, enter the existing number of the AI.</p> <p><b>ITEM 3. TYPE OF DOD ISSUANCE</b></p> <p>Place an "X" in the appropriate box to indicate the type of DoD issuance. For types of DoD Publications, see Chapter 3 of DoD 5025.1-M. See AI No. 78 for guidance on AIs.</p> <p><b>ITEM 4. TYPE OF ACTION</b></p> <p>Place an "X" in the appropriate box to indicate the type of action prescribed for the DoD issuance.</p> <p><b>ITEM 5. SECURITY CLASSIFICATION</b></p> <p>Place an "X" in the appropriate box to indicate the security classification of the DoD issuance.</p> <p><b>ITEM 6. SUBJECT (Title)</b></p> <p>Enter the subject of the DoD Directive, DoD Instruction or AI, or the title of the DoD publication.</p> <p><b>ITEM 7. PURPOSE AND REMARKS</b></p> <p>Enter the reason for the action and provide any supplementary or background information to support the action.</p>	<p><b>ITEM 8. FEDERAL REGISTER DOCUMENT REQUIRED</b></p> <p>Place an "X" in the appropriate box to indicate whether the DoD issuance must be published in the Federal Register as a rule. See Chapter 8 of DoD 5025.1-M and DoD Directive 5400.9.</p> <p><b>ITEM 9. IMPLEMENTING DOCUMENTS REQUIRED</b></p> <p>Place an "X" in the appropriate box to indicate whether DoD Components must issue implementing documents.</p> <p><b>ITEM 10. FORMS PRESCRIBED</b></p> <p>Place an "X" in the appropriate box to indicate whether the DoD issuance prescribes or references forms. If "Yes," list form number(s) and title(s) in Item 7.</p> <p><b>ITEM 11. REPORTS REQUIRED</b></p> <p>Place an "X" in all boxes that apply. Provide additional reports control information in Item 7.</p> <p><b>ITEM 12. DOD PUBLICATION ONLY</b></p> <p>This item is intended to give sufficient notice to DoD Components that a DoD Publication will be printed in the near future and that they should arrange for printing funds and distribution of the DoD Publication for their organization. For OSD Components, printing and distribution of the DoD Publication are arranged by the Directives Division, WHS, according to the distribution list provided by the originating OSD Component. Place an "X" in all boxes that apply to the DoD Publication. See Chapter 6 of DoD 5025.1-M.</p> <p><b>ITEM 13. ACTION OFFICER</b></p> <p>Enter the action officer's name, office designation, room number, and telephone number.</p> <p><b>ITEM 14. AUTHORIZING OFFICIAL (OSD Principal Staff Assistant or Principal Deputy)</b></p> <p>Obtain the signature of the OSD Principal Staff Assistant or Principal Deputy, enter the official's name and title, and insert the date of the signature.</p> <p><b>ITEM 15. COORDINATORS</b></p> <p>Place an "X" in the appropriate boxes to indicate which DoD Components should coordinate on the DoD issuance. If the DoD issuance should be reviewed by DoD officials, who are under the cognizance of an Under or Assistant Secretary of Defense, make recommendations in Item 7. The "X" is preprinted in boxes for the mandatory coordinators (General Counsel, DoD; the Inspector General, DoD; and the Director of Administration and Management, OSD.). For the appropriate signature level of the coordinating officials, see Chapter 4 of DoD 5025.1-M.</p>

SD FORM 106, JUL 94 (BACK)



E2.A3. ATTACHMENT 3 TO ENCLOSURE 2

COVER MEMORANDUM FOR A NEW AI (WITH UNRESOLVED ISSUES AND  
A 6-MONTH OR MORE DELAY IN COORDINATING MEMORANDUMS)

COVER MEMORANDUM FOR A NEW AI (WITH UNRESOLVED ISSUES AND A  
6-MONTH OR MORE DELAY IN COORDINATING MEMORANDUMS)

[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,  
OFFICE OF THE SECRETARY OF DEFENSE

SUBJECT: Proposed Administrative Instruction No. 94, "Personal Property  
Management and Accountability"

The attached proposed AI No. 94, "Personal Property Management and Accountability" implements policy and provides guidance for accounting and controlling Government personal property owned by the Office of the Secretary of Defense and Activities that are serviced by Washington Headquarters Services (WHS). (TAB A)

The proposed Instruction has been coordinated with the appropriate organizations and all concurred, except the Inspector General of the Department of Defense (IG, DoD) (TAB B). The IG, DoD, believed that the extent of accountability is excessive, the procedures are not consistent with DoD 7200.10-M, "Department of Defense Accounting and Reporting of Government Property Lost, Damaged, or Destroyed," and that detailed procedures necessary to implement a property control system are not provided.

We disagree. The IG, DoD, was comparing, inappropriately, the WHS property management system with the Defense Logistics Agency's system and the nonconcurrence was based on the IG, DoD, findings during an outdated 1992 DLA audit.

Although the coordinations are more than 6 months old, due to many meetings to resolve the issues, the information is still current.

Director  
Real Estate and Facilities Directorate

Attachments  
as stated

E2.A4. ATTACHMENT 4 TO ENCLOSURE 2

COVER MEMORANDUM FOR SUBSTANTIVE CHANGE(S)

COVER MEMORANDUM FOR SUBSTANTIVE CHANGE(S)

[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,  
OFFICE OF THE SECRETARY OF DEFENSE

SUBJECT: Pen and Page Changes to Administrative Instruction No. 15, "Records  
Management - Administrative Procedures and Records Disposition  
Schedules," August 11, 1994

Please issue an AI Transmittal incorporating the following pen and page changes:

PEN CHANGES

1. Page 8, paragraph E.1.a.&b., line 4. Delete entire entry.
2. Page 14, section B., line 2. Add: "(See figures 1 through 14.)"
3. Page 33, subparagraph E.4.e.(1), line 5. Change "Executive Order 12065"  
to "Executive Order 12356."

PAGE CHANGES

1. Remove: Pages 9-17 thru 9-19.  
Insert: Attached replacement pages.
2. Remove: Enclosure 3.  
Insert: Attached replacement pages.

Changes are indicated by marginal asterisks.

The list of coordinating officials and coordinating documents are at TAB B.

Include the following statement on the Transmittal:

"The above changes are effective immediately."

Director  
Correspondence and Directives

Attachments  
as stated

E2.A5. ATTACHMENT 5 TO ENCLOSURE 2

COVER MEMORANDUM FOR ADMINISTRATIVE CHANGE(S)

COVER MEMORANDUM FOR ADMINISTRATIVE CHANGE(S)

[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,  
OFFICE OF THE SECRETARY OF DEFENSE

SUBJECT: Page Changes to Administrative Instruction No. 3, "Environmental  
Standards," January 6, 1991

Please issue an AI Transmittal incorporating the following page changes:

PAGE CHANGES

Remove: Pages 7-20 through 7-26

Insert: Attached replacement pages

Changes appear on pages 7-20 through 7-26 and are indicated by marginal asterisks. Since the changes are administrative in nature, no coordination is required. Include the following statement on the Transmittal:

"The above changes are effective immediately."

General Counsel of the  
Department of Defense

Attachments  
as stated

E2.A6. ATTACHMENT 6 TO ENCLOSURE 2

COVER MEMORANDUM FOR A REISSUANCE DUE TO SUBSTANTIVE  
CHANGE(S)

COVER MEMORANDUM FOR A REISSUANCE DUE TO SUBSTANTIVE  
CHANGE(S)

[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,  
OFFICE OF THE SECRETARY OF DEFENSE

SUBJECT: Proposed Reissuance of Administrative Instruction No. 31, "Equal  
Employment Opportunity Program," June 3, 1990

The attached proposed AI No. 31, "Equal Employment Opportunity Program," disseminates policy and responsibilities for the Equal Opportunity Program within OSD and all activities that receive administrative support from Washington Headquarters Services (Tab A).

The proposed Instruction has been coordinated with the appropriate organizations and all have concurred (Tab B). Comments submitted by the General Counsel of the Department of Defense have been incorporated.

Recommend you sign the attached Instruction at Tab A.

Director  
Personnel and Security

Attachments  
as stated

E2.A7. ATTACHMENT 7 TO ENCLOSURE 2

COVER MEMORANDUM FOR A REISSUANCE DUE TO ADMINISTRATIVE  
CHANGE(S)

COVER MEMORANDUM FOR A REISSUANCE DUE TO ADMINISTRATIVE  
CHANGE(S)

[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,  
OFFICE OF THE SECRETARY OF DEFENSE

SUBJECT: Reissuance of Administrative Instruction No. 29, "Incentive Awards,"  
June 4, 1987

Reissuance of AI No. 29, "Incentive Awards," (Tab A) is necessary to substitute a new Suggestion Form, DD Form 355, to replace the Intangible Benefits Awards Scale and to incorporate the criteria for two newly established honorary awards. This is an administrative reissuance so coordination is not required.

Director  
Personnel and Security

Attachments  
as stated

E2.A8. ATTACHMENT 8 TO ENCLOSURE 2

COVER MEMORANDUM TO CANCEL AN AI

COVER MEMORANDUM TO CANCEL AN AI

[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,  
OFFICE OF THE SECRETARY OF DEFENSE

SUBJECT: Cancellation of Administrative Instruction No. 80, "Position  
Management," July 1, 1975

The subject AI deals with the operation of a position management program. Position management has been incorporated into a more comprehensive efficiency review program under DoD Instruction 5010.37.

Due to this program change, it is requested that AI No. 80 (Tab A) be canceled.

The list of coordinating officials and coordinating documents are at Tab B. All concurred.

Director  
Personnel and Security

Attachments  
as stated

**E2.A9. ATTACHMENT 9 TO ENCLOSURE 2**

**LIST OF COORDINATING OFFICIALS**

OUSD(A&T)	CDR (name of military assistant), USN, Mil Asst
OUSD(P)	LTC (name of military assistant), USA, Mil Asst
OASD(C3I)	COL (name of military assistant), USAF, Mil Asst
OUSD(P&R)	LtCol (name of military assistant), USAF, Mil Asst
OGC, DoD	(name of Assistant General counsel), AGC
ODA&M	(name of Director, Correspondence and Directives), Dir C&D
AFGE	(name of executive vice president), Exec VP

E2.A10. ATTACHMENT 10 TO ENCLOSURE 2

ARRANGEMENT OF FINAL AI PACKAGE

Figure E2.A10.F1. Arrangement of final AI package

